

CITY OF OMAHA CLASS SPECIFICATION

Position Title: Police Sergeant	Department: Police
Reports To: Police Lieutenant	NO: 9030
EEOC Class: C04	FLSA Status: Non-Exempt
Date Written: February 6, 2004	Date Revised: 8/19/04

General Summary:

This is responsible supervisory work in any a section or unit of the Police Department. Work involves the planning, assigning, overseeing, disciplining, assisting and appraising the work of a number of subordinate police officers. It involves conducting public meetings and briefing members of the media. It also involves designing programs, preparing budget requests, projecting and monitoring overtime expenditures, composing and reviewing reports, and maintaining records. An incumbent in this classification exercises considerable independence in the performance of duties and receives general guidance from a superior.

Essential Job Functions:

Making Arrests:

Makes forceful arrests, controls, transports, and books suspects;

Driving:

- Drives in an emergency type manner as necessary.
- Responds to requests for assistance.
- Monitors and directs traffic, including conducting traffic stops, issuing citations, investigating accidents, and aiding motorists.

Firing a weapon:

Must meet state and departmental qualifications standards.

Supervises or assists in the supervision of the activities of one of the bureaus on an assigned shift.

- Coordinating training programs and preparing and conducting roll calls;
- Patrolling assigned areas to observe, supervise, and assist police officers in the performance of their duties;
- Collecting officers' reports, approving or returning them for corrections, and forwarding the completed reports to the Data Processing Center;
- Communicating with officers from other shifts and members of other units to discuss current issues;
- Accepting bond money and maintaining financial records and monetary accounts;
- Addressing meetings of the public and the media to answer questions, give information, and respond to complaints;
- Attending seminars and reading materials to remain informed of new policing methods and techniques; and
- Conducting daily inventories of and accounting for all assigned department property;

**Other duties as assigned. Although other assigned duties may not meet the Americans With Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.*

Knowledge, Skills, and Abilities:

- Knowledge of the department's organization, its jurisdiction, the operations of the different units, the resources available to perform the work of the assigned position, especially those available in critical situations, the content and use of departmental forms, report writing standards, and the operations and programs currently in effect.
- Knowledge of the principles and methods, rules and regulations found in the Police Standard Operations Manual and other manuals pertinent to the assigned position.
- Knowledge of the contents of the collective bargaining agreement.
- Knowledge of controlling laws and ordinances, particularly the rules of accident and crime scene investigation and reporting, interviewing and interrogation, arrest, booking, evidence, search, reporting, documentation, briefing, case development, presentation, and testifying techniques, and the release of police reports, criminal histories, and personal property.
- Knowledge of the methods and processes in use by the county attorney staff and of courtroom proceedings and procedures.
- Knowledge of the geography of the City, the location of city streets, of major buildings and landmarks, and the location of high crime areas.
- Knowledge of the existence of other nearby law enforcement agencies and the work of existing community and social service agencies and the Employee Assistance Program.
- Knowledge of crime mapping software and interpreting crime statistics.
- Knowledge of basic first aid principles and the techniques of administering emergency medical assistance.
- Knowledge of the existence and effects of hazardous materials and the placards required to inform of their presence.
- Skill in prioritizing incoming information, resource planning and deployment, and coordination and direction of tactical operations.
- Skill in the use of investigative techniques.
- Skill in the use of radio communications, adhering to procedures while being brief but accurate.
- Skill in public speaking and presenting technical information in non-technical terms.
- Skill in interviewing victims and witnesses and in interrogating suspects.
- Skill in safely mediating domestic disputes.
- Skill in operating a computer with its attendant attachments and software.
- Ability to maintain a professional image on and off duty.

- Ability to plan, assign, explain, supervise, and fairly and honestly appraise the work of subordinates.
- Ability to organize facts and prepare clear, concise, and complete reports.
- Ability to analyze police reports and statistical data, recognize crime trends and relationships between investigative findings, develop strategies, and make tactical decisions accordingly.
- Ability to recognize and analyze emergency situations quickly and objectively from given information, react quickly but calmly to determine proper courses of action and changing circumstances, at times in the face of danger, make decisions under stress for a large number of subordinates, without immediate supervision, to establish priorities at emergency scenes, determine the level of physical force when needed, and to deploy resources and personnel effectively under stressful or hazardous circumstances.
- Ability to communicate effectively, orally and in writing, with fellow officers, members of other law enforcement agencies, the media, and the public, and to testify in court.
- Ability to meet with civilian individuals or groups, express oneself clearly and concisely, provide meaningful input, explain laws, procedures, and other issues, suggest crime prevention measures, obtain needed information through interviews or interrogation, and compile reports detailing the essence of what was learned in these meetings.
- Ability to effect arrests, drive vehicles defensively, and fire assigned firearms for qualification.
- Ability to be discrete and maintain confidential information.
- Ability to comprehend and at all times adhere to the Police Officer Code of Ethics.
- Ability to understand written or oral instructions.
- Ability to maintain an appropriate level of physical fitness.

***Educational and Other Requirements Prior to Completion of Training**

High school diploma or its equivalent

AND

Four (4) years of experience as a Police Officer.

SPECIAL QUALIFICATIONS

Must maintain firearms certification.

Must possess a valid motor vehicle operator's license.

Physical Requirements:

PHYSICAL REQUIREMENTS	Rarely <12%	Occasionally 12-33%	Frequently 34-66%	Regularly >67%
Balance	X			
Bend		X		
Carry		X		
Climb	X			
Crawl	X			
Crouch	X			
Drive			X	
Hear				X
Hold		X		
Keyboard			X	
Kneel	X			
Lift		X		
Open			X	
Pull		X		
Push		X		
Reach		X		
Restrain	X			
Run	X			
See				X
Shoot	X			
Sit			X	
Speak				X
Stand			X	
Walk			X	
Write				X

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Tasks are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls require exertion of forces greater than that of sedentary work and the worker sits most of the time, the task is rated for light work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Heavy Work: Exerting up to 100 pounds occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Working Conditions:

	General Exposure			
	1 - 25%	26-50%	51-75%	76 - 100%
Inside Work		X		
Outside Work		X		
Cold below 32		X		
Heat above 100		X		
Rain		X		
Snow		X		
Extreme Noise	X			
Vibrations	X			
Mechanical Hazard	X			
Electrical Hazard	X			
Fire Hazard	X			
Explosive Hazard	X			
Blood Born Hazard	X			
Body Fluid Hazard	X			
Fumes	X			
Odors	X			
Dusts	X			
Mists	X			
Gases	X			
Poor Ventilation	X			
Latex Gloves	X			
Gas Mask	X			
Riot Helmets	X			

Additional Working Conditions:

Work is balanced between working in an office setting amid normal conditions of dust, odors, fumes, and noise and working in the field, that is, outdoors in all weather conditions amid loud noise requiring speaking above a normal speaking voice to be heard, in confined spaces, in above normal levels of fumes, odors, dust, mists, gases, poor ventilation, and subject to situations involving considerable stress and exposure to infectious diseases, hazardous materials, or unruly and combative individuals.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the City.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

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| Vehicle, Motorcycle, Horse, or Bicycle | Computer and Printer | Copier |
| Telephone | Typewriter | Facsimile Machine |
| Paper Shredder | Tape Recorder | Still and Movie Cameras |
| Film Projectors | Binoculars | Hand Cuffs |
| Baton | Mace | Weapon |
| Flashlight | Vehicle Door Opening Device | Street Cones |
| Target System | Tear Gas Gun | Protective Clothing and Equipment |
| Communications Equipment | Electronic Tracking Equipment | Alcohol and Drug Testing Devices |
| Sound Measuring Devices | Utility Vehicle and Trailer | |
| State Statutes, City Ordinances, and Departmental Manuals and Orders | | |

Approved: 5/30/96
 9/30/04

Attachment A

LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals I will enforce the laws courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.